

ADMINISTRATIVE ASSISTANT

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible non-supervisory, administrative position, the primary duties of which include assisting the Fire Chief in directing, planning, and coordinating fire department administrative activities in such areas as purchasing, budgeting, and payroll. The employee of this class works with a high degree of independence, and special assignments are received from and work is reviewed directly by the Fire Chief or the Chief of Administration.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Recommends management policies, goals, and objectives to the Fire Chief. Assists the Fire Chief by participating in educational meetings, and keeps informed on modern administrative practices. Collaborates with superior officers in department operations that will help the city obtain favorable ISO ratings. Aids in developing a personnel recruitment and selection program, interviews prospective employees, and keeps promotional eligibility lists. Works with boards and agencies that affect the fire department.

Prepares payroll records and verifies employee pay status. Files payroll-related documents, such as time and attendance records, deduction notices, and employee registers. Processes payroll information for unemployment and worker's compensation. Maintains employee pay records and confirms that anticipated promotions or increases are calculated into the cost of the budget. Makes calculations necessary to compute payroll and manages funds for new recruit training.

Assists the Fire Chief with gathering information to be used in compiling budgets. Purchases equipment and supplies, keeping within the established budget. Aids superior officers in writing requests for funds to facilitate the operation of the fire department. Assists with preparing specifications for public bids. Oversees the bidding process in tandem with superior officers, meets with sales representatives, and makes recommendations on major departmental purchases. Orders supplies and equipment, maintains an inventory, and distributes supplies to appropriate personnel.

Assists in developing policy for department finances and prepares expenditure estimates. Aids the Fire Chief by managing the accounting of the entire department. Maintains cost accounting records, tracks spending, and assists in the preparation of financial reports. Obtains signatures on financial documents and maintains records for employee benefit programs. Verifies data in financial records, and reports any deviations to the Chief. Processes a variety of accounting records, verifies accuracy of billing documents, prepares bills for mailing, and files all financial papers. Maintains a file for all contracts, and checks invoices against purchase orders.

Assists the Fire Chief in making decisions concerning what information should be included in department records and how that information should be kept. Provides for the maintenance of all department records and completes any forms and records assigned. Keeps records on the location and distribution of materials and traces missing files. Receives departmental records and checks them for accuracy, corrects errors, or returns to appropriate personnel for correction. Disposes of obsolete records in accordance with established requirements. Enters routing information in department records and processes according to department procedures.

Acts as receptionist to visitors, screens them and directs to the appropriate personnel. Opens incoming mail, distributes, and processes any outgoing correspondence. Assists the Fire Chief with writing newspaper articles or other documents for publication, and writes letters in response to requests. Places, answers, and routes telephone calls. Schedules and keeps records of all upcoming appointments and meetings. Takes minutes or notes at meetings and maintains a roster of departmental personnel.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma,

high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than eighteen (18) years of age.